



**DELEGATION  
OF  
CLASSIFICATION  
AUTHORITY  
(DCA)**







# ***OBJECTIVE S***

- **UNDERSTAND DCA  
POLICY**
- **BECOME FAMILIAR  
WITH**







# ***CLASSIFICATION***



## **Analysis & Evaluation of Jobs**

**IAW Laws, Rules,  
Regulations, and  
Guides**

**to  
Ensure  
Equitable**







# ***5 USC***

## ***5104***

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### TITLE 5 - CHAPTER 51 - CLASSIFICATION

#### Sec. 5104. Basis for grading positions

“The General Schedule, the symbol for which is  
“GS”,  
is the basic pay schedule for positions to which this  
chapter applies. The General Schedule is divided into  
grades of difficulty and responsibility of work, as  
follows: ... .”

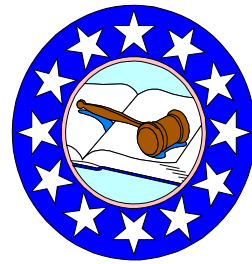
SEARCH U.S.  
CODE







# ***ARMY DCA POLICY***



- **ENHANCE PERSONNEL  
MANAGEMENT AUTHORITY**
- **ENCOURAGE USE OF  
AUTOMATION TOOLS**
- **PERMIT CDR TO REDELEGATE:**
  - ✓ **SUBORDINATE SUPVS/MGRS**
  - OR**
  - ✓ **SOUTH CENTRAL CPOC**

**DCA  
POLICY**







# ***DELEGATION REQUIREMENT S***

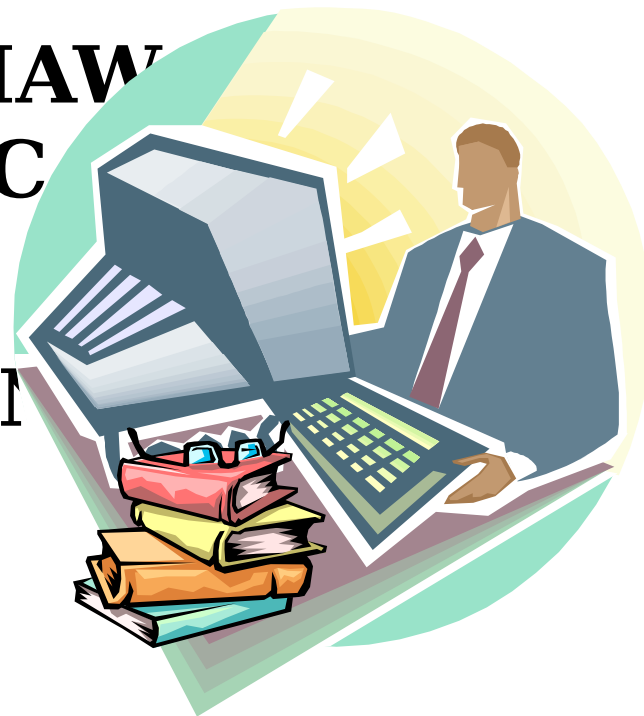
- **MANDATORY TRAINING**
- **WRITTEN DELEGATION**
- **THROUGH CHAIN-OF-COMMAND**
- **LIMITED TO POSITIONS UNDER SUPERVISOR'S CONTROL**
- **MAY BE WITHDRAWN IF IMPROPERLY EXERCISED**





# ***MANAGER RESPONSIBILITIES***

- **ATTEND TRAINING**
- **USE AUTOMATION TOOLS**
- **EXERCISE AUTHORITY IAW  
LAW, REGS, GUIDES, ETC**
- **PRACTICE EFFECTIVE  
POSITION MANAGEMENT**







# ***CPAC RESPONSIBILITIES***

- **POSITION MANAGEMENT**
- **REORGANIZATION PLANNING**
- **POSITION DESCRIPTION (PD) FORMAT**
- **CLASSIFICATION STANDARDS**
- **USE OF AUTOMATION TOOLS**
- **APPEAL PROCEDURES**







# ***CPAC RESPONSIBILITIES (CONT.)***



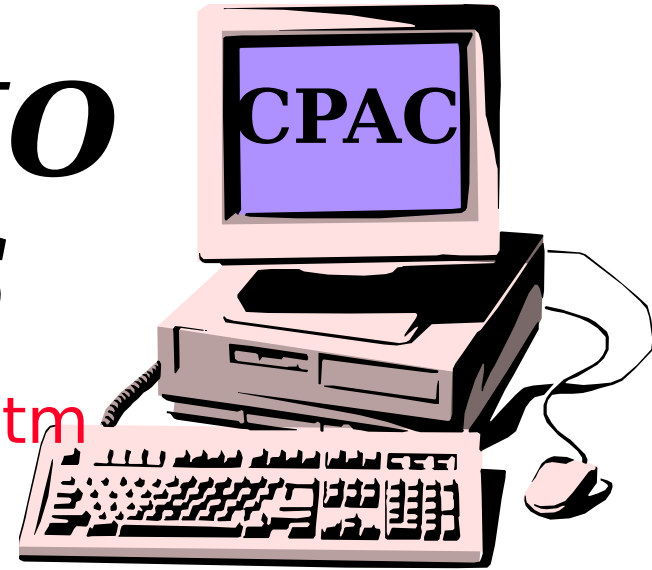
- **REVIEW JOB DESCRIPTIONS**
- **PROVIDE ADVISORIES**
- **BUILD AUTOMATED PD**





# ***CLASSIFICATION TOOLS***

<http://www.eustis.army.mil/cpac/class.htm>



- **CPOL PD LIBRARY**
  - ✓ **DATABASE OF SAMPLE PDS**
  - ✓ **SEARCH CAPABILITY**
  - ✓ **MS WORD FORMAT**
  - ✓ **ATTACH ELECTRONICALLY  
TO RPA (SF 52)**

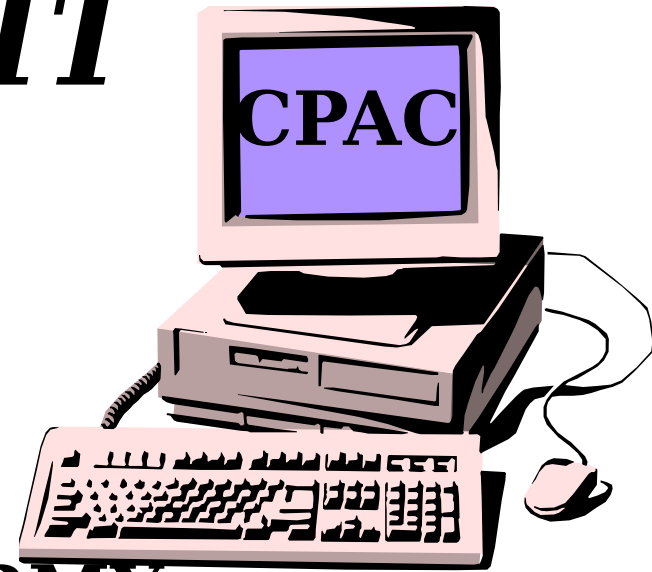
**On April 30, 2003 the PD Library moved into the Fully  
Automated System for Classification (FASCLASS)  
application.**







# ***CLASSIFICATION ON TOOLS***



- **FASCLASS**
  - ✓ **SOURCE OF PD'S IN ARMY  
("MS WORD" FORMAT)**
  - ✓ **RESTRICTED ACCESS**
  - ✓ **MULTIPLE SEARCH CAPABILITY**
  - ✓ **CREATE FEATURE**

**FASCLAS  
S**







# FASCLASS

Address http://cpsfc.belvoir.army.mil/fasclass/inbox/ Go Links >>

**FASCLASS** PD #

FASCLASS PD Library Lookup What's New? CPOL

14 March 2006 Restricted Access Help

**FULLY AUTOMATED SYSTEM FOR CLASSIFICATION**  
**FASCLASS**

Europe Korea N. Central Northeast Pacific S. Central Southwest West

--Partnering with Army--

DISA

To begin, move the mouse over one of the menu items in the gray menu bar, as an example FASCLASS, to display the sub-menu item choices. If the sub-menu items do not display, simply

Done Internet

FASCLAS  
S







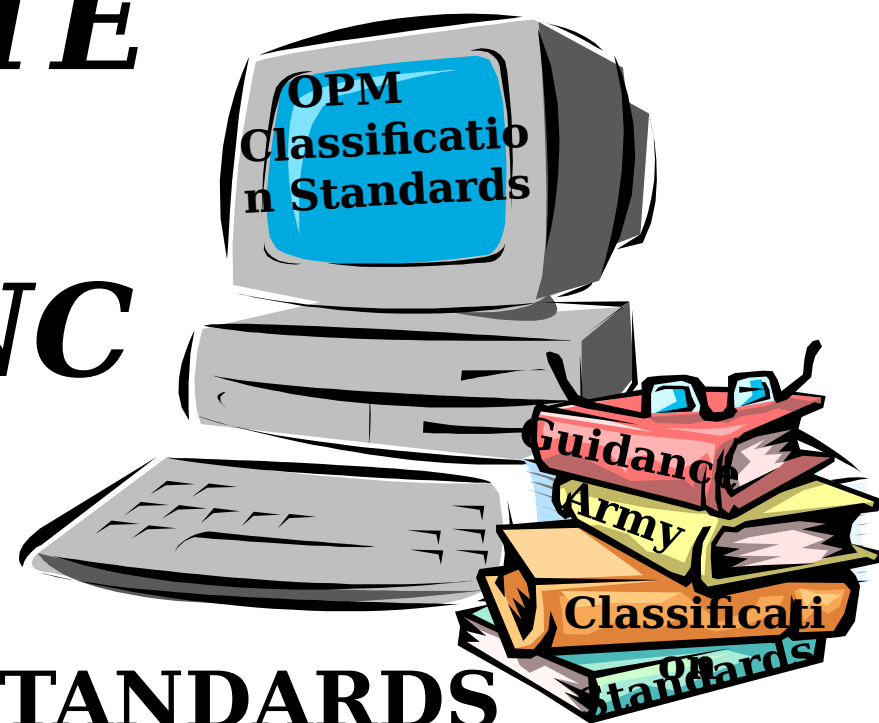
# ***CLASSIFICATION ON TOOLS***



- **COREDOC**
- **AUTOMATED PD &  
CLASSIFICATION TOOL**
- **ACCURATELY CLASSIFIED IF  
NO OR MINOR CHANGES**
- **MAJOR CHANGES RECEIVE  
CPOC REVIEW**





# ***AUTOMATIC D REFERENCES***



- **CLASSIFICATION STANDARDS**  
**OPM CLASSIFICATION STANDARDS**
- ✓ **ON-LINE LIBRARY OF REGULATIONS & CLASSIFICATION STANDARDS/GUIDES**
- **PERMISS PERSONNEL MGT & INFO SPT SYS**
- ✓ **ARMY POLICIES AND GUIDANCE**





# ***OTHER AUTOMATION TOOLS***



## ■ **Army Civilian Portal**

- ✓ **EMPLOYEE DATA, RPA/NPA TRACKERS, LINKS TO FASCLASS, SF 50 INFORMATION, DCPDS, MyBiz, My Workplace, PERMISS AND CENTRAL CSU 11i**

## ■ **Defense Civilian Personnel Data System (DCPDS)**

- ✓ **AUTOMATED RPA (SF 52) PROCESSING AND TRACKING SYSTEM**

## ■ **Central CSU 11i**

- ✓ **POSITION AND EMPLOYEE DATA**





*The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 250,000 civilian employees, the Army is the Department of Defense's largest federal employer.*

## Employment Opportunities Around the World

### Top Army Initiatives

[Hurricane Katrina Guidance](#)



[Army National Security Personnel System](#)

[Current BRAC Information](#)



### Employment

Become a member of the Army Civilian Team. Visit our Employment page and discover countless opportunities to join the Army as a Civilian. The Army has a wealth of challenging jobs with progressive employment practices, a family friendly atmosphere, exceptional benefits, and a



### References & Tools

We offer various reference information and tools to assist with questions concerning Civilian Human Resources.

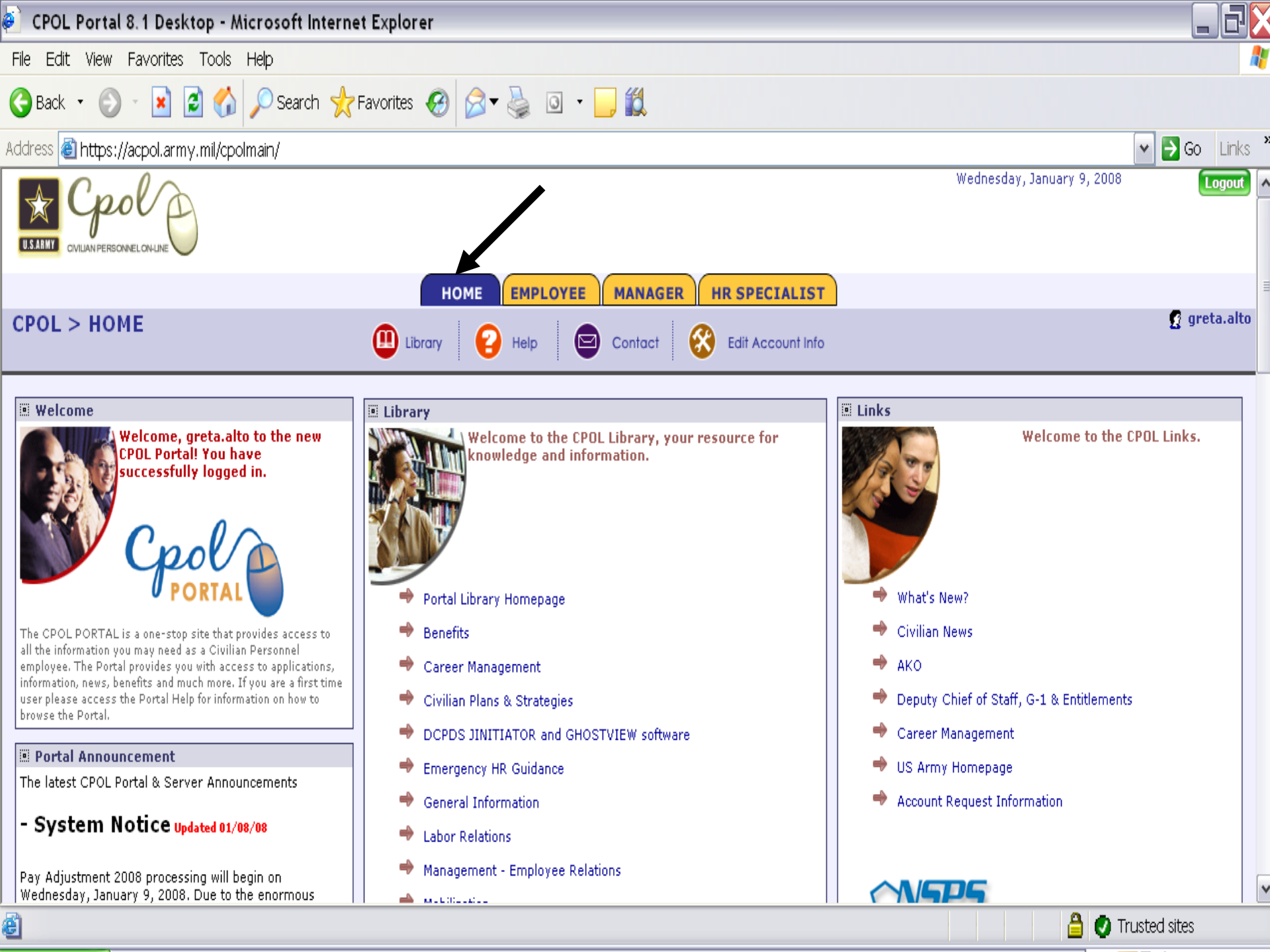


### Employee Portal

The CPOL Portal is a one stop site that provides access to all the information you may need as a Civilian supervisor or employee working for the Army.

→ [Employee Login](#)  
(with an AKO account)





HOME

EMPLOYEE

MANAGER

HR SPECIALIST

CPOL > HOME

greta.alto



Library



Help



Contact



Edit Account Info

Welcome



Welcome, greta.alto to the new CPOL Portal! You have successfully logged in.



The CPOL PORTAL is a one-stop site that provides access to all the information you may need as a Civilian Personnel employee. The Portal provides you with access to applications, information, news, benefits and much more. If you are a first time user please access the Portal Help for information on how to browse the Portal.

Portal Announcement

The latest CPOL Portal & Server Announcements

- System Notice Updated 01/08/08

Pay Adjustment 2008 processing will begin on Wednesday, January 9, 2008. Due to the enormous

Library



Welcome to the CPOL Library, your resource for knowledge and information.

- Portal Library Homepage
- Benefits
- Career Management
- Civilian Plans & Strategies
- DCPDS JINIATOR and GHOSTVIEW software
- Emergency HR Guidance
- General Information
- Labor Relations
- Management - Employee Relations
- ...

Links



Welcome to the CPOL Links.

- What's New?
- Civilian News
- AKO
- Deputy Chief of Staff, G-1 & Entitlements
- Career Management
- US Army Homepage
- Account Request Information



Trusted sites





HOME

**EMPLOYEE**

MANAGER

HR SPECIALIST

**CPOL > Employee Info** greta.alto

Library



Help



Contact



Edit Account Info

**My SF50**

Go!

**This allows you to view your SF50 Information.**

Your view is:

- SF 50's dating from 23 Sep 2007 back to the late 1990's.  
(You must access My Biz to view SF50's after 23 Sep 2007)
- Only SF 50's from Army employment appears.

**Employee Data**

Go!

**This allows you to view your own personnel information through the My Biz & My Workplace application within the Defense Civilian Personnel Data System(DCPDS).**

You can:

- Access your personnel information immediately over a secure line.
- Access it 24 hours a day/7 days a week from any workstation.
- Access tab information for Appointment, Position, Personal, Salary, Benefits, Awards/Bonuses, Performance information, and Personnel Actions (SF50s).
- Enter a Helpdesk Ticket to request a correction to your personnel record and/or provide feedback on the functionality of the tool.
- View Status of Helpdesk tickets you have entered.

**My Links**

Go!

**Manage Your Links**

- ☐ BOA
- ☐ CHR-ABC
- ☐ ART
- ☐ FASCLASS
- ☒ DCPDS
- ☐ DTS
- ☐ VAB
- ☐ CSU
- ☐ DA Resumix Recruiter
- ☐ DCPS

**Delete Link**





**Employee Data** Go!

**Conveniently view employee information from one location.**

- Obtain information for yourself or for your employees with just one click.
- View Appraisal, Benefits, Awards, and Training information.
- Access Pay Data, Org Structure, Ticket History, NPA/RPA History and Position information.

**Org Structure** Go!

**View all positions within an Organization.**

- See the total number of positions an Organization has.
- View the position information for a position within an Organization.

**Helpdesk** Go!

Enter, Track, and Work tickets from here!

**InBox Statistics** Go!

Monitor all active RPAs from one application.

- View all RPAs that are in your inbox and identify where the action stands.
- Monitor the progress of an RPA as it travels through different Inboxes.
- Search & sort RPAs before viewing them to minimize excess results.

**RPA Tracker** Go!

**Track the progress of all RPAs in one location.**

- Add notes to an RPA and view responses entered by other users.
- View the entire contents of RPA and monitor the approval process.
- See the Approver Signature, Status Remarks, and Current/Last Inbox information for an RPA.

**Citrix Links** Go!

**Citrix Links**

- Please click Go! to access your citrix links. It may take a few seconds to open the portlet, please be patient while your links are being loaded.

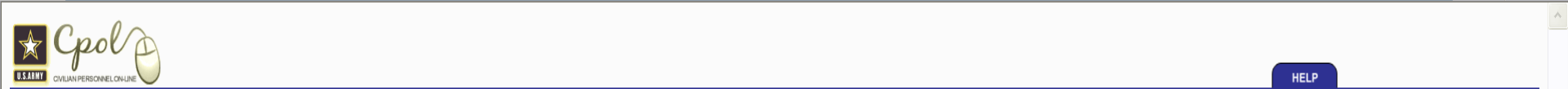
**My Links** Go!

**Manage Your Links**

- ☐ BOA
- ☐ CHR-ABC
- ☐ ART
- ☐ FASCLASS
- ☐ DCPDS
- ☐ DTS
- ☐ VAB
- ☐ CSU
- ☐ DA Resumix Recruiter
- ☐ DCPS

**Delete Link**





## Welcome to CPOL Portal Help!

CPOL Portal Help is your main reference point to access information on how to use the CPOL Portal. Here you can find information on how to optimize your searches, access the different Portlets, and Frequently Asked Questions on the CPOL Portal.

### Using Your Portal

- [Quick Guide](#)
- [Printing Tips](#)
- [Search Tips](#)
- [Tutorials](#)

### Support Center

- [General FAQs](#)
- [Browser Tips](#)
- [Optimal View](#)
- [Citrix Errors & Fixes](#)
- [CPOL Portal Account Info](#)

### Top 5 FAQs

- [Why is my name different on the CPOL Home Page?](#)
- [How do I Open/Close a portlet?](#)
- [Can I change my AKO User ID and Password from the CPOL Portal?](#)
- [I can't find a link?](#)
- [How do I return to the CPOL Home page?](#)

### Accessibility Information Center

- [Quick Overview of Section 508 / Accessibility Issues](#)
- [How your CPOL Portal complies with 508 guidelines](#)
- [Helpful Tools](#)
- [Accessibility Resources and Links](#)

### Quick Guides

The Quick Guide serves as a one page reference tool for an application. It walks you through the main tasks of the application and provides you with some hint and tips on using it. Click on the application name below to access its Quick Guide.

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| • <a href="#">Employee Info</a>   | • <a href="#">Org Structure</a>    |
| • <a href="#">Position Info</a>   | • <a href="#">Pay Data</a>         |
| • <a href="#">NPA/RPA History</a> | • <a href="#">Inbox Statistics</a> |
| • <a href="#">Helpdesk</a>        | • <a href="#">RPA Tracker</a>      |

### User Guides

The User Guide serves as a detailed guide to using an application. It walks you through the main tasks that you can perform within the application as well as provide you with detailed information about the application. Click on the application name below to access its User Guide.

- |                                   |                                    |
|-----------------------------------|------------------------------------|
| • <a href="#">Employee Info</a>   | • <a href="#">Org Structure</a>    |
| • <a href="#">Position Info</a>   | • <a href="#">Pay Data</a>         |
| • <a href="#">NPA/RPA History</a> | • <a href="#">Inbox Statistics</a> |
| • <a href="#">Helpdesk</a>        | • <a href="#">RPA Tracker</a>      |

### Download Center

- [Document Viewers](#)
- [Adobe Acrobat](#)
- [Windows Media Player](#)





# DCPDS

Oracle Applications Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address [https://pyxis.chrcs.army.mil:8007/OA\\_HTML/OA.jsp?page=/oracle/apps/fnd/framework/navigate/webui/HomePG&homePage=Y&OAPB=FWK](https://pyxis.chrcs.army.mil:8007/OA_HTML/OA.jsp?page=/oracle/apps/fnd/framework/navigate/webui/HomePG&homePage=Y&OAPB=FWK) Go Links

Department of Defense

[Home](#) [Logout](#) [Preferences](#) [Help](#)

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**Navigator**

<ul style="list-style-type: none"><li><a href="#">MGR AQ SP60036492</a></li><li><a href="#">MGR SP4DQCQAA000037324</a></li><li><a href="#">MGR SP60016582</a></li><li><a href="#">MGR SP8EXMG788</a></li><li><a href="#">MGR SP9STWXXXXX00528</a></li></ul>	Please select a responsibility.
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**Favorites** [Edit Favorites](#)

You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.

[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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Trusted sites





# DCPDS

Oracle Applications Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites RSS Print Mail News Groups

Address [https://pyxis.chrcs.army.mil:8007/OA\\_HTML/OA.jsp?page=/oracle/apps/fnd/framework/navigate/webui/HomePG&akRegionApplicationId=0&...](https://pyxis.chrcs.army.mil:8007/OA_HTML/OA.jsp?page=/oracle/apps/fnd/framework/navigate/webui/HomePG&akRegionApplicationId=0&...) Go Links »

Department of Defense

[Home](#) [Logout](#) [Preferences](#) [Help](#)

**Navigator**

- [MGR AQ SP60036492](#)
- [MGR SP4DQCOAA000037324](#)
- [MGR SP60016582](#)
- [MGR SP8EXMG788](#)
- [MGR SP9STWXXXXX00528](#)

**MGR SP60016582**

- [Civilian Inbox](#)
- [Workflow Inbox](#)
- [Coredoc](#)

**Request for Personnel Action**

- [Award / One-Time Payment](#)
- [Details](#)
- [Extension of NTE](#)
- [Non Pay / Non Duty Status](#)
- [Realignment](#)
- [Reassignment](#)
- [Recruit / Fill](#)
- [Return to Duty](#)
- [Separation](#)
- [Student Loan Repayment](#)

**Request for Personnel Action : Change Actions**

- [Change in Hours](#)
- [Change in Work Schedule](#)
- [Name Change](#)

**Request for Personnel Action : Federal Position**

- [Abolish](#)
- [Establish](#)
- [Review](#)

**Request for Personnel Action : Salary Change**

- [Change to Lower Grade](#)

**Favorites** [Edit Favorites](#)

You have not selected any favorites. Please use the "Customize" link to set up your favorites.

Done Trusted sites





# Customer Service

## Trit

CSU OPTIONS

☒ CPO  
☐ Administration  
☐ Manager

Org Component  
Employee Type

OK  
Exit

Note: Employee Type and Org Component reflect your current status. You may modify your options as required.

CSU TITLE

Action

HR Management	Civilian Career Brief		Personnel Processing	
Army Position	Acquisition	Appraisal	Basic	Benefits
Position	Awards	Career	Detail	Japan
Leave	Education	Training	LN Basic	Military
Resource	NAF Appraisal	Language/Japan	Mob/Emr/Ess	Perf/Disc
Retained	Demo Project		RIF	Supp Pay/Entlmt
National Guard	CCAS Info	Army Demo	Suspense	Title 38 Pay
AGR AF	NV Warfare	NRL Demo	Reports	
AGR Army	China Lake	Demo Appraisal	Reports	Productivity
NG Other	System Administration		Form 75	Exit
	Sys Admin	Password		

Y

Record: 1/1 ... <OSC>





# **DCA SUMMARY**

- **PROVIDE MAXIMUM  
CONTROL TO  
MANAGERS**
- **ENCOURAGE USE OF  
AUTOMATION  
TOOLS**
- **EXPEDITE PROCESSES**

